



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1510.18A  
BUMED-5428  
13 Mar 97

**BUMED INSTRUCTION 1510.18A**

**From:** Chief, Bureau of Medicine and Surgery  
**To:** Ships and Stations Having Medical Department Personnel

**Subj:** ON-THE-JOB TRAINING FOR HOSPITAL CORPSMEN AND DENTAL  
TECHNICIANS

**Ref:** (a) Navy Enlisted Manpower and Personnel Classification  
and Occupational Standards, Section II, NAVPERS 18068  
(b) Catalog of Naval Training Courses (CANTRAC), NAVEDTRA  
10500  
(c) Enlisted Transfer Manual, NAVPERS 15909

1. **Purpose.** To provide procedures and management of on-the-job training (OJT) programs for hospital corpsmen (HMs) and dental technicians (DTs) that lead to the award of a Navy Enlisted Classification (NEC) code. This is a complete revision and must be read in its entirety.

2. **Cancellation.** BUMEDINST 1510.18

3. **Background.** OJT programs were established to train personnel locally for technical specialty requirements not readily available through formal Navy training programs. Methods to accomplish required training in the most efficient and cost effective manner must continuously be sought.

4. **Policy**

a. Submit recommendations to establish OJT programs to meet training needs to the Chief, Bureau of Medicine and Surgery (BUMED) (MED-54). The request must include a comprehensive justification, a statement that no formal training program is equivalent, a proposed curriculum outline, the number of students to be trained, and the recommended training sites. This does not preclude recommendations to establish formal training programs that lead to a new NEC. Submit requests to establish a new NEC following reference (a).

b. The competency list used to develop the OJT program is standardized at multiple training sites and approved by (MED-54).

5. **Training Availability.** Assignment to OJT programs is predicated on the needs of the Navy. Reference (b) lists formal courses and approved OJT programs available for HMs and DTs and provides data on location, purpose, scope, prerequisites, and application procedures.

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6. Application for OJT. Carefully consider the applicant's potential for successful completion of the program and performance of the prospective technical skills. Submit applications for OJT to Bureau of Naval Personnel (BUPERS) (PERS-407) using an Enlisted Personnel Action Request (NAVPERS 1306/7) per reference (c).

7. Classification. Personnel earning an NEC as a result of OJT will be designated in the Naval Manpower Information System by BUPERS on receipt of Navy Enlisted Classification (NEC) Code Change Recommendation (NAVPERS 1221/1).

8. Action

a. BUMED

(1) Reviews and approves requests to establish, change, or discontinue OJT programs and disseminates changes to programs conducted at multiple sites. Selects training sites at medical treatment facilities (MTFs), dental treatment facilities (DTFs), and naval readiness commands (REDCOMS).

(2) Appoints subject matter experts (SMEs) and coordinates the development, publishing, and distribution of OJT competencies for each program and recommends testing intervals.

(3) Maintains liaison with Commander, Naval Reserve Force on OJT which impacts the Naval Reserve.

(4) Conducts periodic inspection of OJT programs at MTFs and DTFs to evaluate training effectiveness.

b. Commanding Officers and Officers in Charge of MTFs and DTFs

(1) Exercise overall responsibility for OJT conducted within the MTF or DTF.

(2) Ensure requirements for the OJT program, including personnel and space, are funded within current budget baseline.

(3) Centralize the oversight of the OJT program in the education and training department.

(4) Ensure all HM and DT personnel are made aware of this instruction. Information relative to standards for training and NEC assignments must be included in career and reenlistment counseling interviews conducted by the command retention team.

c. Education and Training Departments at MTFs and DTFs

(1) Appoint a staff member with education credentials as liaison to consult with departments conducting OJT programs.

(2) Review requests for OJT programs from departments and ensure the programs meet requirements of this instruction before submission to BUMED for approval.

(3) Maintain individual training records and enter OJT into the Standard Personnel Management System (SPMS) data base.

d. Department Conducting OJT Program

(1) Develop the OJT program using the competency list provided by BUMED.

(2) Interview and select applicants to the OJT training program.

(3) Ensure a NAVPERS 1306/7 is approved by PERS-407 before beginning training.

(4) Coordinate planned job rotations with appropriate departments. Provide standard competency checklists for required student activities.

(5) Conduct an annual review of the OJT program and submit recommended competency changes via the education and training department to BUMED for review. If the program is conducted at multiple sites, coordinate change request with other sites before submission to BUMED.

e. Career Counselor

(1) Submit a NAVPERS 1306/7 to PERS-407 on personnel requesting OJT training.

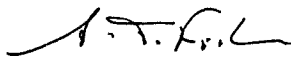
(2) Verify satisfactory completion of OJT training and submit NAVPERS 1221/1 to PERS-2210 on personnel completing the program.

(3) Ensure appropriate service record entries are completed by the personnel support detachment after the student has completed the training program.

f. Reserve Liaison. Ensure Selected Reserve Medical Department assets who perform inactive duty drills, active duty for training, or have mobilization billets at their command have access to OJT programs.

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9. Forms. NAVPERS 1306/7 (4-86), Enlisted Personnel Action Request, S/N 0106-LF-013-0637 and NAVPERS 1221/1 (Rev. 6-92), Navy Enlisted Classification (NEC) Code Change Recommendation, S/N 0106-LF-012-7500, are available from the Navy Supply System and may be requisitioned per NAVSUP P-2002D.

  
S. T. FISHER  
Acting

Available at:  
<http://support1.med.navy.mil/bumed/instruct/external/external.htm>